



Keyport Police Department

MICHAEL A. FERM | CHIEF OF POLICE



CONCEALED CARRY APPLICATION PROCESS & INSTRUCTIONS

Effective 7/26/23, all applications must be completed online.

The following instructions apply to both initial and renewal applications for a permit to carry a handgun. These guidelines are based on the current instructions provided by the New Jersey State Police. Should these instructions change in the future, the information on the NJ State Police website will take precedence.

Please Note: Applicants must be residents of the Borough of Keyport at the time of application.

Keyport Township Police ORI Number: NJ0132200 (If incorrect number is entered application will not be sent to our department- Any fees submitted with an application with an incorrect ORI number will not be refunded).

For questions regarding the application process, please contact the Keyport Firearms Unit via email at firearms@keyportpd.org.

1. Fingerprinting

Your SBI number is required to proceed with the application.

If the applicant has never been fingerprinted for firearms in New Jersey, they must first apply for a Firearms ID card. Start the application here: [Firearms ID Card Application](#).

2. Apply Online

- Visit the NJ State Police Website: <https://nj.gov/njsp>.
- Click on "Firearms Information."
- Select "Apply for a Permit to Carry a Handgun."

3. References

- Provide four (4) non-related references who have known the applicant for at least three (3) years.
- Ensure the correct contact information is provided, as investigators will reach out for confidential interviews.
- Notify the references to expect contact from investigators, and advise them to check their spam folders if they don't receive the email.

4. Photograph

The photograph must be 2 inches by 2 inches in size, with a light-colored background (white or off-white). The applicant must not wear hats or sunglasses, and the photo should be a recent, clear image of the face. A copy of a passport photo will not be accepted, and digital alterations or scanned versions of the photo are not permitted.

5. Residence History

All applicants who have resided at multiple addresses in the past 10 years must submit a list to the Keyport Firearms Unit, including the street address, town, state, and approximate dates of residency.

6. Consent for Mental Health Search

If the applicant has lived outside of New Jersey in the past 10 years:

Please complete form SP066 [here](#) and upload it to the application. A link to this form in a fillable format is available on the opening page of the application.

Applicants who have not lived out of state during the past 10 years are not required to complete this form, as the records check will be done as part of the online process.

7. Qualification for Each Weapon

The applicant will need to provide the Serial Number, Caliber, Make, and Model Number of all handguns they intend to carry. This information must be entered into the application.

If the applicant wishes to add or remove any handguns after submitting the application, the Chief of Police must be notified in writing immediately.

8. Familiarity with Safe Handling

Permit to Carry Safe Handling and Proficiency Certification:

A link to this form is available in a fillable format on the opening page of the application. This form must be completed and signed by both the Firearms instructor and the applicant.

9. Submission

Once the online application is complete and submitted, Keyport Investigators will begin reviewing it in the order it was received. The application will undergo a thorough review, including multiple background checks.

Once a decision has been made, the applicant will be contacted by the Keyport Firearms Unit to schedule an interview with the Chief of Police. Upon confirmation of the interview with the Keyport Firearms Unit, the applicant should report to Keyport Police Headquarters at **70 West Front Street, Keyport, NJ 0773** at the time of appointment.

10. Payment of Fees

- The initial state fee will be collected online.
- The \$150 application fee, required by NJ State Law, is payable to the Keyport Police Department at the time of the interview with the Chief of Police.
- The payment must be made by cash, check, or money order made payable to the Borough of Keyport.
- The application will not be processed until the \$150 fee is received.

Once the payment is complete, all permits will be issued electronically, and the applicant will be notified by the New Jersey State Police.

11. Inaccurate or Incomplete Information

Any incorrect or incomplete personal information provided during the application process will result in the immediate withdrawal of the application. Ensure that all information entered is accurate and up-to-date to avoid delays.

If you have any questions or need assistance, feel free to contact the Keyport Firearms Unit at **732-264-5148/5150** or via email at firearms@keyportpd.org